

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

2063

Systems Analyst

(Entry-Level and Promotional)

8/17/2018

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 46,389 annually

PAY GRADE RANGE: \$ 46,389 - \$ 69,955 annually (Pay Grade 8)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by the extended deadline of 4:30 p.m. on: Friday, September 7, 2018.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application if applicable)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- A Bachelor's Degree from a CHEA accredited college or university with a degree in Computer Science, Data Communications, Electrical Engineering, or closely related field.

OR

- Significant experience in client-server application development.

PREFERRED QUALIFICATIONS

In addition to the above minimum qualifications, preference may be given to applicants who have experience with PeopleSoft HRMS and/or Oracle Financials applications

EXAMINATION

Training and Experience Questionnaire (100% of final score).

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran

status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

City of Knoxville

Class Title: Systems Analyst	Working Title: same	PCN:
	Incumbent: vacant	Created: 11/06/2007

GENERAL DESCRIPTION

Under general supervision, responsible for analyzing work systems to determine the feasibility of converting from manual to electronic data processing systems, and designing, developing, maintaining and enhancing client server application systems. Performs associated duties as required.

ESSENTIAL FUNCTIONS

Systems Analysis: Analyzes departmental work systems to determine the feasibility of implementing a data processing solution; confers with departmental personnel to ascertain specific output requirements, such as degree of data summarization and report formats, and to establish plans for obtaining and standardizing input data.

Systems Design: Determines system objects and file parameters of new system; develops and documents process flow in outlined and detailed forms; designs and develops system objects; assumes responsibility for systems implementation.

Systems Testing: Keys, debugs, and tests new system objects; assists in the conversion of operations to electronic data processing methods.

Systems Maintenance: Plans and coordinates modifications to correct automated systems; maintains established system to meet current requirements.

Technical Support: Provides documentation for users, data entry, and data control departments as needed; trains users in use of new systems and procedures; designs forms for data input.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of systems analysis techniques and methods.

Knowledge of systems diagramming and documentation standards.

Knowledge of computer hardware design and capabilities.

Knowledge of computer applications development principles and practices.

Knowledge of basic principles and applications of logic and arithmetic computation.

Knowledge of data summarization and format for reports.

Ability to understand user objectives and needs.

Ability to analyze work processes and develop effective solutions to data processing problems using logic and reason.

Ability to design, develop, and implement client server application systems.

Ability to document necessary system modifications.

Ability to conduct systems testing, prepare conversion plan, and implement conversion and parallel test.

Ability to diagnose and correct computer software malfunctioning.

Ability to plan and prioritize work.

Ability to express ideas clearly, concisely, and convincingly in oral form.

Ability to communicate effectively in writing.

Ability to establish and maintain effective working relationships.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting

most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

Systems Analyst (PCN)

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MENTAL REQUIREMENTS

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects.

A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from a CHEA accredited college or university with a degree in Computer Science, Data Communications, Electrical Engineering, or closely related field.

OR

Significant experience in client-server application development.

PREFERRED QUALIFICATIONS

In addition to the above minimum qualifications, preference may be given to applicants who have experience with PeopleSoft HRMS and/or Oracle Financials applications.